



City of Spokane Park Board Golf Committee Meeting

8:00 a.m. Tuesday, Sep. 12, 2023
Hybrid in-person and WebEx virtual meeting
Mark Poirier – Golf Manager

Committee Members

- X Nick Sumner
- X Gerry Sperling
- X Bob Anderson
- X Barb Richey

Parks Staff

- Jason Conley
- Mark Poirier
- Garrett Jones
- Jennifer Papich
- Fianna Dickson
- Kris Behr

SUMMARY

- The committee approved to recommend the Park Board accept the following agenda items:
 - 2024 golf fee increases – regular agenda item
- Mark Poirier shared the progress on the Esmeralda boiler replacement.
- Mark Poirier gave a recap of the Spokane City Championship.
- Fianna Dickson presented the golf marketing report.
- Mark Poirier presented the financial reports.
- An overview of What's Happening at the Courses was presented by Mark Poirier.

The next regularly scheduled meeting is 8 a.m. Tue., Oct. 10, 2023.

MINUTES

The meeting was called to order at 8:04 a.m. by committee chair Nick Sumner.

Public comment - None

Action items

1. 2024 golf fee increases – Mark Poirier

- a. A \$5 overall round increase is being proposed, apart from the 9- or 18-hole Junior Rate which remain the same. Passes and miscellaneous fees have also been raised, apart from the Junior Unlimited Pass. All the proposed changes will include sales tax and the Facility Improvement Fee. Barb Richey inquired about an out-of-area rate. Mark stated there is no special rate, however, the 18 Holes Prebook rate is slightly higher than the regular rate.
- b. Prior to settling on the fee increase rate, Mark researched rates at several regional golf courses. He is familiar with the condition of each of the courses and stated the City courses are in much better condition, and in most cases, lower rates. Circling Raven was the exception but is no comparison. He also noted that over 60% of the City players purchase discount passes.
- c. Mark shared list of capital items which have been completed already, as well as possible improvements subject to the fee increase. The most substantial items include an HVAC system, cart path repair or replacement, bunker sand replacement or rebuilds, and the 5-year pool of equipment leases. This list is constantly evolving and could change depending on unknown factors. Barb requested Marketing create signage to showcase how these fees are being used for their benefit. It was suggested to scroll this on the TV's already installed in the pro shops.
- d. Mark also shared the proposed budget, which will be going to the Finance Committee for approval. The revenue reflects the anticipated fee increase. Expenditures have risen significantly due in part to salary and benefits, supplies, and bank fees, as more people use credit/debit cards rather than cash. The 2023 budgeted capital needs is not an actual figure as the bids have not come in for the Esmeralda boiler yet.

Motion #1 – Nick Sumner moved to recommend the 2024 golf fee increases.

Barb Richey seconded. The motion passed unanimously (4-0 vote).

The committee agreed to present this recommendation as a regular agenda item on the Sept. 14 Park Board meeting agenda.

Discussion item

1. Esmeralda boiler replacement – Mark Poirier

The boiler is several decades old, as are the underground pipes. There will be an onsite walkthrough on Friday with the bidders. Three options are being entertained: a gas furnace, electric mini splits (similar to what is in a hotel room), and a new boiler, maintaining the current infrastructure. Although this option appears to be economical, the old pipes will begin failing, which will be very costly to replace. The gas forced air option was chosen with a complete decommissioning of the current boiler.

2. Spokane City Championship recap – Mark Poirier

This was a great event, with thanks to the sponsorship of Renaissance Financial as well as all the extra hours from the Indian Canyon, Downriver and Qualchan staff. There were 150 players with 30 waitlisted and continues to grow each year. Everyone came together Saturday night for a banquet with a live band and was very well received. Since the 3 courses rotate each year, Nick suggested a fun activity at the course which isn't included in the tournament, to involve all 4 courses. This will also be an opportunity for those waitlisted to participate.

Standing reports

1. Golf marketing report – Fianna Dickson

The commercials are continuing to air and will be bumped in the fall. All course flyovers have been filmed and are now being edited.

2. Golf financial report – Mark Poirier

Regular round counts have increased at each of the 4 courses, with a total increase of nearly 5% over the previous year. Pass sales increased overall 236 over 2022. The total year-to-date revenue rose over 7% with a year-to-date cash balance of nearly \$1,014,000. The Facility Improvement Fee shows a 2022-2023 monthly difference of \$-41,551.

3. Superintendents' reports - What's Happening at the Courses – Mark Poirier

Mark pointed out each of the 4 courses need new equipment, which was ordered last year and still has not been delivered. He is contemplating a meeting with the John Deere rep for options.

- a. Downriver has severe equipment issues, the 8 rough and trim mowers all need new decks at \$5,000 apiece. The afternoon leagues have finished for the season. Greens aeration will commence next week.
- b. Qualchan course is in great shape, had a slight set back in late August with the smoke, followed by heavy rain. They will be aerifying early October. They anticipate new carts next spring. They are down to 40 sprinkler heads needing replacement. They built a cedar plank screen to hide the port-a-johns. Bunker edging is continuing.
- c. Indian Canyon lost two full days due to smoke and rain, but still had a great month. All fall instructional programs are full. The inaugural couples Chapman with 42 players. They will be aerating next week. Stump grinding will continue. They discovered some disease on the greens, but it is healing well.
- d. Esmeralda 151 juniors came through for instruction, the PGA Junior League is wrapping up. Rob purchased 60 brand new golf carts. He is keeping the old carts and will be using them with rental services. The greens were aerified last week, and the remainder of the course next week. They have been without a rough mower for 3 months.

Adjournment: The meeting was adjourned at 9:13 a.m.

The next regularly scheduled meeting is 8 a.m. Tue., Oct. 10, 2023.

Spokane Park Board

Briefing Paper



Committee	Golf	Committee meeting date: September 12, 2023	
Requester	Mark Poirier	Phone number: 509.625.4653	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal K Obj. 5 (Maint. & Care)	Master Plan Priority Tier: (pg. 171-175)	Tier 1
Item title: (Use exact language noted on the agenda)	2024 golf fee increases		
Begin/end dates	Begins: 01/01/2024	Ends:	<input checked="" type="checkbox"/> 06/01/2525
Background/history: The golf fund is seeking to increase daily greens fees by \$5 across all daily fee line items, excluding all junior rates, starting January 1, 2024. Also, to increase 2024 pass rates to: Players pass: \$70, Loyalty pass: \$350, Unlimited pass: \$2500 Senior: \$2400, 10-Play pass: \$450, Spouse add on: \$900, Daily private cart license: \$18, Annual private cart license: \$360 The primary drivers of these fee increases are; to keep up with the raising cost of operation, utilities and bank were underbudgeted in 2023, ever increasing capital needs, increasing salaries and benefits, and added budget for tree removals and building maintenance.			
Motion wording: Approve 2024 golf fee increases.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Mark Poirier Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: _____ Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

2024 Proposed Golf Rates

\$5 Increase to Rounds

Regular Golf Rates	2024 Proposed	2023
18 Holes Prebook Time (any day)	\$56	\$51
18 Holes Monday – Sunday	\$52	\$47
9 Holes Monday – Sunday*	\$36	\$31
9 or 18 Hole Jr. Rate	\$15	\$15
Sunset Rate	\$30	\$25
Daily Private Cart License	\$18	\$15
Annual Private Cart License	\$360	\$300

Players Pass & Rates	2024 Proposed	2023
Players Pass	\$70	\$60
18-Hole Monday – Sunday	\$42	\$37
9 Hole Monday – Sunday	\$33	\$28
Sr. 18 Hole Monday - Sunday	\$40	\$35

Loyalty Pass & Rates	2024 Proposed	2023
Loyalty Pass	\$350	\$300
Adult Round Monday – Sunday	\$33	\$28
Sr. Round Monday – Sunday	\$32	\$27

Unlimited Pass	2024 Proposed	2023
Junior Unlimited	\$250	\$250
Adult Unlimited	\$2,500	\$2,300
Senior Unlimited	\$2,400	\$2,200

Misc. Rates	2024 Proposed	2023
10 Play Pass	\$450	\$400
Spouse Add On	\$900	\$800

All Prices include Sales Admission Taxes & Facility Improvement Fee

Price Comparisons Across the Region

Regional Golf Courses	18-Hole Rack Rates 2023
Spokane County (3 courses)	\$44
Three Lakes GC - Malaga, WA	\$53
Canyon Lakes GC – Kennewick, WA	\$73
Coeur d’Alene Public GC	\$51
The Highlands GC – Post Falls, ID	\$48.50
Stoneridge GC – Blanchard, ID	\$65
*Circling Raven GC – Worley, ID	\$169

City Proposed 2024 Pass Rates	
Players Pass	Adult 18 Holes - \$42 Sr. 18 Holes - \$40
Loyalty Pass	Adult 18 Holes - \$33 Sr. 18 Holes - \$32
Unlimited Pass	\$0/round
10 Play Pass	\$45/round

***Discount passes are purchased by over 60% of our customers**



Capital List


(Subject to change)

- Completed / to be completed in 2023
 - Golf course equipment lease – Pool #1.....\$80,000/year
 - Downriver roof replacement (retainage).....\$25,000
 - Downriver beetle tree removal.....\$436,000
 - Boiler replacement at Esmeralda.....\$out to bid

- Proposed for 2024 (\$5 fee increase)
 - **Golf course equipment lease – Pool #2.....~\$80,000+/year 5 years**
 - **Additional maintenance equipment purchases.....\$150,000+**
 - **Bunker sand replacement/rebuilds Indian Canyon.....~\$100,000**
 - **Potable water connection to Indian Canyon shop.....\$20,000**
 - **Cart path repair/replacements.....\$200,000**
 - **Parking lot renovation engineering/design.....\$30,000**
 - **Misc. Contingency/emergency repair items.....\$50,000**
 - **HVAC replacement Downriver.....~\$100,000**

2024 Proposed Budget

- Revenues include the proposed 2024 fee increases for both greens fees and passes.
- 2022 actuals and 2-year total round averages were used to establish baseline revenues.
- 11% increase in salaries and benefits
- Services & Charges
 - \$15,000 / course for tree work
 - \$15,000 / course for building maintenance
 - Utilities and bank fees underbudgeted in 2023
- Capital Needs
 - \$410,000 budgeted in 2023 (will exceed)
 - \$714,000 proposed in 2024

Golf Fund		
	Adopted Budget 2023	Initial 2024 Budget (Excluding FIF/SIP)
	Revenue	
Program Revenue	\$ 4,300,901	\$ 5,378,076
Pre-Sale Revenue		
Facility Improvement Fee	\$ -	
Other Transfers-In	\$ -	
Total Revenue	\$ 4,300,901	\$ 5,378,076
Expenditures		
Salaries and Wages	\$ 1,791,522	\$ 1,817,483
Personnel Benefits	\$ 323,037	\$ 529,688
Supplies	\$ 410,750	\$ 531,900
Services and Charges	\$ 1,053,068	\$ 1,435,756
Interfund Payments	\$ 297,677	\$ 312,055
Subtotal Op. Expense	\$ 3,876,054	\$ 4,626,882
Capital Outlay	\$ 410,000	\$ 714,650
Transfers Out		
Total Expenditures	\$ 4,286,054	\$ 5,341,532
Net Gain/(Loss)	\$ 14,847	\$ 36,544

2023 Annual YOY Golf Comparison Report

Return to Minutes

ROUNDS

Table with 19 columns: COUNT/REVENUE, Year, Course, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF. Rows include Regular Round, Discount Round, Multi-Play Round, Other Round, and Total.

PASSES

Table with 19 columns: COUNT/REVENUE, Year, Course, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF. Rows include Discount Pass, Season Pass, Other Pass, and Total.

CART FEES

Table with 19 columns: COUNT/REVENUE, Year, Course, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF. Rows include Private Cart Fee & Permit, Pro Cart Fee, and Total.

BUCKET OF BALLS

Summary table with 19 columns: COUNT/REVENUE, Year, Course, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF.

FACILITY IMPROVEMENT FEE

Table with 19 columns: COUNT/REVENUE, Year, Course, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF.

REVENUE SUMMARY

Summary table with 19 columns: Year, Course, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF, 2023, 2022, DIFF.

Golf Fund - August 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 August Actual	2023 August Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
Revenue											
Program Revenue	\$ 4,300,901	\$ (123,265)	\$ 839,218	\$ 837,976	\$ (1,242)	\$ 4,103,317	\$ 4,424,166	\$ 320,849	105.08%	102.87%	-2.21%
Pre-Sale Revenue		\$ (174,793)			\$ -	179,426	174,793	\$ (4,633)			
Facility Improvement Fee	\$ -		\$ (126,974)	\$ (125,992)	\$ 982	\$ (625,834)	\$ (670,553)	\$ (44,719)			
Other Transfers-In	\$ -	\$ -			\$ -						
Total Revenue	\$ 4,300,901	\$ (372,495)	\$ 712,244	\$ 711,984	\$ (260)	\$ 3,656,909	\$ 3,928,406	\$ 271,497	93.65%	91.34%	-2.31%
Expenditures											
Salaries and Wages	\$ 1,791,522	\$ 456,062	\$ 140,430	\$ 156,768	\$ (16,338)	\$ 865,051	\$ 965,015	\$ (99,964)	60.87%	67.91%	7.03%
Personnel Benefits	\$ 323,037	\$ 63,768	\$ 42,877	\$ 47,478	\$ (4,601)	\$ 282,836	\$ 296,959	\$ (14,123)	78.41%	82.32%	3.92%
Supplies	\$ 410,750	\$ 18,256	\$ 71,216	\$ 64,882	\$ 6,334	\$ 327,620	\$ 326,764	\$ 856	94.96%	94.71%	-0.25%
Services and Charges	\$ 1,053,068	\$ 339,710	\$ 167,213	\$ 184,316	\$ (17,104)	\$ 545,667	\$ 672,466	\$ (126,799)	53.91%	66.44%	12.53%
Interfund Payments	\$ 297,677	\$ 78,676	\$ 35,917	\$ 6,380	\$ 29,536	\$ 176,344	\$ 188,911	\$ (12,567)	65.90%	70.60%	4.70%
Subtotal Op. Expense	\$ 3,876,054	\$ 1,425,939	\$ 457,652	\$ 459,825	\$ (2,172)	\$ 2,197,518	\$ 2,450,115	\$ (252,598)	64.51%	63.21%	-1.30%
Capital Outlay	\$ 410,000	\$ (70,381)		\$ 57,648	\$ (57,648)	\$ 60,810	\$ 480,381	\$ (419,571)	16.80%	117.17%	100.37%
Transfers Out		\$ -				\$ 36,860		\$ 36,860	28.35%		-28.35%
Total Expenditures	\$ 4,286,054	\$ 1,355,558	\$ 457,652	\$ 517,473	\$ (59,821)	\$ 2,295,187	\$ 2,930,496	\$ 635,309	58.87%	68.37%	9.50%
Net Gain/(Loss)	\$ 14,847		\$ 254,592	\$ 194,511	\$ (60,081)	\$ 1,361,722	\$ 997,910	\$ (363,811)			

* Beginning Fund Balance	\$ 316,004
Less 7% Reserve	\$ (300,024)
Beginning Year Reserves	\$ 15,980
YTD Change in Cash	\$ 997,910
YTD Available Cash	\$ 1,013,891

* 2023 Beginning Fund Balance does not include the FIF reserve of \$2,004,790

Facility Improvement Fee - August 2023



	2022 August Actual	2023 August Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 Monthly Difference
Revenue	126,974	125,992	\$ (982)	625,834	670,523	\$ 44,689
Debt Service Payments: June Payment = \$309,469 December Payment = \$308,666	-	-	\$ -	267,918	309,469	\$ (41,551)

Beginning Fund Balance	\$ 2,004,790
YTD Revenues	\$ 670,523
YTD Debt Service Payments	\$ (309,469)
YTD Cash Balance	\$ 2,365,844